

**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**ISSUE DATE: 9/29/2008**

**Recruiting Bulletin No. AF-RCC-30-08-078**

**CLOSING DATE: Open Continuous**

**The Dallas Regional Census Center will be conducting testing sections for the following positions:**

**2010 Census Jobs:**

**Crew Leaders and Enumerators  
AD-0303-00**

**Louisiana Pay Rate Ranges: \$8.00 – \$19.00 per hour  
Mississippi Pay Rate Ranges: \$8.00 – \$16.00 per hour  
Texas Pay Rate Ranges: \$8.00 – \$19.25 per hour**

- Mileage Reimbursement Authorized
- Pay rates depends on position and location
- No electronic or emailed resumes accepted.

**NUMBER OF POSITIONS: Few**

**EXCEPTED SERVICE APPOINTMENT:** This is a not to exceed 6-8 weeks Schedule A time-limited appointment with a possible extension.

**AREA OF CONSIDERATION:** Dallas Regional Census Center, Early Local Census Centers (Many Locations throughout Louisiana, Mississippi and Texas)

**WHO MAY APPLY:** Applications will be accepted from United States citizens and nationals.

- **For Practice test visit website:**  
<http://www.deosileys.net/2010censusjobs/documents/documents.php>
- **For Locations (Louisiana, Mississippi and Texas) and County/Parish desired to work. To find out what Early Local Census Office serves your county/parish, go to:**

<http://www.census.gov/rodal/www/pdfgif/ELCO-State-County-Parish-17Jun08.pdf>

**WORK SCHEDULE:** This is an intermittent position.

## **DUTIES:**

**Crew Leaders:** Notifies selected enumerators when and where to report for group training. Administers oath of office, appoints enumerators, and assigns identification cards. May be required to locate space to train enumerators. Conducts group training sessions for enumerators, using verbatim training guides, and instructs them in procedures of enumeration, acquaints them with forms or handheld computer (HHC) used in collecting data, reports required, etc., by means of classroom instructions, practice interviews, and on-the-job training in accordance with planned training programs. Performs various preparatory duties such as marking field surveys of his/her crew leader district to become familiar with the area (if unknown); checks boundaries to ensure they can definitely be located. Makes complete assignments by enumerator assignment area. Instructs selected enumerators in proper field techniques. Observes enumerators in the field to provide on-the-spot assistance and supervision, making more frequent visits to enumerators whose performance appears poor or marginal. Recommends for dismissal enumerators who cannot or will not perform their required duties. Leads and regularly meets with (or contacts) approximately 3-10 enumerators to assure that they are working and making satisfactory progress. Reviews and certifies daily payroll and progress reports and ensures that work is completed within established time schedules. Reviews progress reports with supervisor, detailing progress and performance made in assigned area(s) and reporting on personal activities. Prepares and transmits other specified reports. Reviews completed cases for completeness and accuracy. Transmits complete and acceptable materials to supervisor on a flow basis and reassigns rejected materials to other enumerators for further work. Prepares administrative reports. Responsible for the review and certification of enumerator payroll forms and the timely submission of these forms to the supervisor. May be required to participate in recruiting and testing activities, such as distributing flyers or scheduling and administering the testing of job applicants for various positions within the assigned boundaries of the temporary office.

**Enumerators:** Receives detailed training on each field operation to which assigned. Learns the nature, scope and objectives of the operation and the specific procedures to be followed. Receives assignments which involve locating households, updating addresses, updating maps, conducting interviews with respondents, explaining the purpose of the special census, asking questions as worded on the census forms, and recording data on these forms. Canvasses an assignment area looking for every place where a person lives or could live. May be assigned to follow up on quality assurance problems to determine if designed households, persons, or geographic areas were counted in the special census and counted correctly. Makes periodic cost and progress reports to supervisor, meeting with him/her at specified times for work review and clarification of instructions. Maintains payroll records which reflect hours worked, miles driven, and expenses incurred in the performance of duties. Is responsible for the accurate and expeditious completion of each assignment. Performs other duties as assigned.

**QUALIFICATIONS:** THIS POSITION REQUIRES PASSING A WRITTEN TEST. Call toll-free 1-866-861-2010 to schedule an employment test in your area and get more information about the application process.

- Be a citizen of the United States, and present proof of identity and employment eligibility.
- Be at least 18 years old.
- Pass a test demonstrating ability to read, follow written instructions, do simple arithmetic, and read maps.
- Be a resident of the county or city in which the major part of the assignment is located.
- Have a valid driver's license and car to use in completing assignments, if necessary.
- Be able to read small type.
- Have the ability to speak and hear normal conversation.
- Be in good physical condition for driving, walking, climbing stairs, and standing.
- Be able to attend occasional training sessions, often away from home, requiring one or more nights of lodging.
- Have a non-cordless private line home telephone.
- Be available for day, evening, and weekend work.

As appropriate to the geographic location and nature of assigned duties, the incumbent must possess translation skills for a language indigenous to the area of assignment in addition to English.

### **How To Apply:**

If you are interested in positions call 1-866-861-2010 to be schedule for testing.

U.S. Bureau of the Census  
Dallas Regional Office  
2777 N. Stemmons Freeway, Suite 200  
Dallas, Texas 75207-2277

Phone: (866) 861-2010

E-mail: [darcc.recruiting.list@census.gov](mailto:darcc.recruiting.list@census.gov)

Telephone inquiries can be made Monday thru Friday, 7:30 a.m. until 4:30 p.m., central time.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (214) 267-6900 or 1(800) 563-6499.

### **Payment of relocation expenses IS NOT authorized.**

- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you

make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

- Public law requires all new appointees to present proof of identity and employment eligibility.

**ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**For further information on this vacancy you may contact, Recruitment Office at 1-866-861-2010.**

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**1(800) 563-6499**

**TDD (214) 655-5363**

**ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.**